Utah State Department of Substance Abuse And Mental Health (DSAMH)

SAMHIS File Name Specification

Table of Contents

1 Change History

Date	Version	Description
03/06/2006	1.0	Original version for training.

2 Introduction

As part of the new SAMHIS system, DSAMH has changed how Provider files are submitted by Provider's to DSAMH. Provider's will now upload TEDS and Mental Health files using a new website. The new website requires a new File naming convention. The naming convention is explained in detail below. Files that don't conform to this naming convention can not be uploaded.

> **NOTE:** The <u>contents</u> of the Provider file(s) should comply with the DSAMH file specifications sent out by DSAMH for Mental Health Event and TEDs files.

Prior to uploading the files on the DSAMH website, Providers are required to *validate* their files using the new Provider File Validation Application. Files that are uploaded which fail validation will require additional attention from Providers and DSAMH. Information about the SAMHIS website is located in the SAMHIS website user manual.

> **NOTE:** The Provider File Validation application is available on CD by contacting DSAMH or on the SAMHIS website as a download link on the Support page.
>
> https://www.dsamh.utah.gov/samhis

3 File Naming Conventions

The following file naming convention is to be followed when naming Provider upload files. To use this table find the file type in the **File** column and use the filename definition in the **Naming Convention** column. File names are broken up into literal text (e.g. underscores and periods) and **Filename Parts**. Use the **Filename Part Definitions** table below for further information on each part of the filename parts.

File	Naming Convention and Example
Mental Health Event file	[MHE]_[MHProviderID]_[YYYYQuarter]_[YYYYMMDD]_[Daily Sequence].CSV Example: MHE_03_2006Q1_20060615 _01.CSV
TEDS File	[TEDS]_[TEDSProviderID]_[YYYYQuarter]_[YYYYMMDD]_ [Daily Sequence].CSV Example: TEDS_UT123456_2006Q3_20060615_01.CSV

3.1 MHE/TEDS Filename Part Definitions

Filename Part	Description	Data Type Mask	Example
[TEDSProviderID]	8 character TEDS #	UTNNNNNN	UT123456
[MHProviderID]	2 character Mental Health Provider Id.	NN	88
[YYYYMMDD]	Upload Date	YYYYMMDD	20060718 (07/18/2006)
[YYYYQuarter]	Reporting year and quarter	YYYYQQ	20006Q1, 2006Q2, 2006Q3, 2006Q4, etc…
[Daily Sequence]	Upload attempt number for a given date. This number is usually '01' but if you need to re-upload a file on the same day, increment this number to make the file name unique	NN (left zero padded)	**01** (first upload for given file for a given day) **02** (second upload for a file that has already been uploaded on that day) …
_	Underscore to separate parts	_	_ underscore character

3.2 Character Definitions

The following table defines the codes used in the upload filename parts.

Character	Definition
N	Number (0-9)
YYYY	4 digit year ,
MM	2 digit month 01-12
DD	2 digit day 01-31
QQ	Q1, Q2, Q3, Q4